

SHARING YOUR OUTLOOK FOR WINDOWS CALENDAR

- Click on your Calendar button on the left side of the screen.
- Underneath the heading “My Calendar”, right click on your “calendar”.
- Click Properties.
- Click the Permissions tab.
- Click the Add button to add the names of the people you want to share your calendar with.
- With their names selected in the box at the top of the window, select the level of permissions below that you want to grant them.
- Click OK when you’re done.